

# *Town Council Agenda*

*Tuesday, November 8, 2016*

*7:00 PM*

*Clifton Forge Council Chambers*

*547 Main Street*





## TOWN OF CLIFTON FORGE

547 MAIN STREET · P. O. BOX 631  
CLIFTON FORGE, VIRGINIA 24422  
(540) 863-2500 / 2501 · FAX (540) 863-2534  
[www.cliftonforgeva.gov](http://www.cliftonforgeva.gov)

**COUNCIL AGENDA**  
**TOWN OF CLIFTON FORGE, VIRGINIA**  
**7:00 P.M. TUESDAY, NOVEMBER 8, 2016**  
**CLIFTON FORGE TOWN COUNCIL CHAMBERS**  
**547 MAIN STREET**

**INVOCATION BY DAVID DAVIS**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**PUBLIC HEARINGS**

**A) PUBLIC HEARING AND FIRST READING OF ORDINANCE TO  
AMEND THE ZONING ORDINANCE TO ALLOW PROFFERS FOR  
KROGER TO ESTABLISH FUELING CENTER**

The Planning Commission unanimously recommends amendment to allow the proffers on parcel # C0260-0A-000-0030 to allow a fueling station on the 2 acres of land fronting Main Street.

**RECOMMENDATION:** Proceed to second reading of Ordinance

**B) PUBLIC HEARING AND FIRST READING OF RESOLUTION TO  
APPROPRIATE FUNDS FOR ACCESS ROAD**

The Town has received additional grant awards to fund the construction of the access road off of Route 60. Council has previously approved grants funds of \$750,000 for the projects. Due to the amount of the funding, the Town must conduct a public hearing prior to adopting the appropriation resolution.

**RECOMMENDATION:** Proceed to second reading of Resolution



## **PRESENTATION**

**ALLEGHANY HIGHLANDS ARTS COUNCIL—Tammy Scruggs-Duncan**

## **CONSENT AGENDA**

### **1. MINUTES      October 25, 2016 Council Meeting**

**RECOMMENDATION:** Approve minutes from October 25, 2016

## **ACTION ITEMS**

### **2. ORDINANCE TO ENACT DISTRICT TWO OF THE RENTAL INSPECTION DISTRICT**

In November, 2015, Council adopted the rental inspection program and established District One. In order to continue with the program, it is necessary to now adopt the ordinance to add District Two to the program. District Two will include the following areas:

Church Street from Commercial Avenue to Roxbury Street, Pine Street from Commercial Avenue to West Pine Street, Howard Street from Brussels Avenue to McCormick Boulevard, Agnes Street, Lafayette Street from Brussels Avenue to McCormick Boulevard, Revere Street, from Brussels Avenue to McCormick Boulevard, Rose Avenue from Church Street to I-64 and Brussels Avenue from Church Street to Revere Street.

**RECOMMENDATION:** Adopt ordinance

### **3. RESOLUTION TO APPROPRIATE ADDITIONAL FUNDS INTO THE OPERATING BUDGET FOR FY 2016-2017**

The town will receive additional funding for the following items, which must be approved by Council:

Lightning damage – Insurance claim with Virginia Municipal League Insurance Programs for damage from lightning strike in June.

Fire Department – The Fire department will receive additional funding from the Commonwealth and Alleghany County for the First Responder program.

Library and Streets – Each department will receive additional funding from the Commonwealth above the original amount projected for FY 2016-2017.

**RECOMMENDATION:** Proceed to second reading of Resolution

### **INFORMATION**

Annual leaf pick-up will continue through December 9, 2016. The town will pick up loose and bagged leaves and street side service will be completed first following the zone schedule, with alleys completed last. The Public Works Department asks that you do not mix limbs in with the leaves as the leaf machine cannot pick-up the limbs and it makes collection efforts difficult. During this time regular brush and bulk pick up will be suspended. A complete list of the schedule for each zone is posted on the Town's website and area bulletin boards and for any questions you may contact Public Works at 863-2517.

Town offices will be closed on Friday, November 11, 2016 in honor of the Veteran's Day holiday and again on Thursday, November 24 and Friday, November 25, 2016 for Thanksgiving.

The Clifton Forge Fire Department is seeking your help to make sure all house numbers are clearly and visibly posted as per the requirements within the Town Code. Missing or difficult to read numbers could result in a delayed response time to an emergency situation, as well as a code violation. For questions regarding the requirements, you may contact the Community Development Department at 863-2526.

## **MANAGER'S COMMENTS**

## **UPCOMING EVENTS**

### **CLIFTON FORGE PUBLIC LIBRARY**

**PRESCHOOL STORY TIME—WEDNESDAY, NOVEMBER 16, 2016, 11 AM – 12 PM**

**CHRISTMAS PARTY (AGES 3-12)—WEDNESDAY, DECEMBER 21, 2016—3-4:30 PM**

**PATRON APPRECIATION CELEBRATION—THURSDAY, DECEMBER 22, 2016, 12-6 PM**

### **CLIFTON FORGE MAIN STREET**

**CHRISTMAS TREE LIGHTING—FRIDAY, NOVEMBER 18, 2016, 6 PM**

**CHRISTMAS PARADE—FRIDAY, DECEMBER 2, 2016, 6 PM**

### **CLIFTON FORGE SCHOOL OF THE ARTS**

**JAMMIN AT THE MILL—FRIDAY, NOVEMBER 18, 2016, 7 PM**

### **MASONIC THEATRE**

**THE MASONIC PLAYERS PRESENT: THE MIRACLE WORKER—FRIDAY AND SATURDAY, NOVEMBER 11 AND 12, 2016, 7-9 PM, AND SUNDAY, NOVEMBER 13, 2016, 3-5 PM**

**APPALFOLKS OF AMERICA ASSOCIATION PRESENTS: MEMORIES OF ELVIS—FRIDAY, NOVEMBER 18, 2016, 8-10 PM**



**AN EVENING WITH BUDDY HOLLY: FEATURING ROBBIE LIMON—  
SATURDAY, NOVEMBER 19, 2016, 7:30 – 9 PM**

**SHOWING OF “THE PRINCESS BRIDE” MOVIE—SATURDAY,  
NOVEMBER 26, 2016, 1 PM**

**APPALFOLKS OF AMERICA ASSOCIATION PRESENTS: VIRGINIA  
OPRY—SATURDAY, NOVEMBER 26, 2016, 8-10 PM**

**MARTY STUART & HIS FABULOUS SUPERLATIVES—FRIDAY,  
DECEMBER 2, 2016, 8-9:30 PM**

**APPALFOLKS OF AMERICA STARS PROGRAM—SATURDAY,  
DECEMBER 3, 2016, 7-9 PM**

**SHOWING OF “STANDING IN THE SHADOWS OF MOTOWN”—  
TUESDAY, DECEMBER 6, 2016, 7 PM**

**CASHORE MARIONETTES—SATURDAY, DECEMBER 10, 2016, 3-5 PM  
SHENANDOAH BALLET PRESENTS “THE NUTCRACKER”—SATURDAY,  
DECEMBER 10, 7-9 PM AND SUNDAY, DECEMBER 11, 2016, 3-5 PM**

**CHARLES DICKENS “A CHRISTMAS CAROL”—MONDAY, DECEMBER  
12, 2016, 7:30–9 PM**

**SHOWING OF “ET”—SATURDAY, DECEMBER 17, 2016, 1-3 PM**

**“THE SWAY KATZ HOLIDAY SWING”—SATURDAY, DECEMBER 17,  
2016, 7:30-9:30 PM**

### **SCOTT HILL RETIREMENT COMMUNITY**

**FALL CRAFT SHOW—SATURDAY, NOVEMBER 12, 2016, 9 AM – 2 PM**

**THANKSGIVING DINNER—THURSDAY, NOVEMBER 24, 2016, FIRST  
SEATING: 2-3:15 PM AND SECOND SEATING: 4-5:15 PM, \$10 ADULTS, \$8  
CHILDREN UNDER 10 AND SCOTT HILL RESIDENTS**

**PUBLIC COMMENTS**

**COUNCIL COMMENTS**



# TOWN OF CLIFTON FORGE

547 MAIN STREET · P. O. BOX 631  
CLIFTON FORGE, VIRGINIA 24422  
(540) 863-2500 / 2501 · FAX (540) 863-2534

## ZONING APPLICATION

Zoning Amendment       $\frac{1}{2}$  \$ 250.00  
Zoning Change            - \$ 250.00 \*  
Conditional Use Permit   - \$ 250.00 \*  
Zoning Variance          - \$ 250.00 \*  
Zoning Appeal            - \$ 250.00

\* - plus \$ 5.00 for each certified letter to adjacent property owners

### OFFICE USE ONLY

Application Number: 2016-1  
Date Received: 9/14/2016  
Hearing Date: 10/18/2016  
Decision: \_\_\_\_\_

Name of Applicant: Town of Clifton Forge  
If not the Property Owner, what is the relationship: \_\_\_\_\_  
Address: 547 Main Street, Clifton Forge, VA 24422  
Phone Number: 540-863-2500 Fax Number: 540-863-2534

Name of Property Owner (s): Town of Clifton Forge  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address of Property subject to application: \_\_\_\_\_  
Legal Description of Property: Parcel Number: C0260-0A-000-0030

Names and addresses of all individuals, corporations or firms owning property adjacent to the Subject Property, including those separated by a Public Way (street or road). Information is available in the office of Commissioner of Revenue. This information is not required for a Zoning Permit or Review

Name	Address
<u>First Assembly of God</u>	<u>1610 Oak Hill Dr., Clifton Forge, VA 24422</u>
<u>Garten Development</u>	<u>201 Locust Street, Covington, VA 24426</u>
<u>Glenn or Amy Worley</u>	<u>1502 Farley Place, Clifton Forge, VA 24422</u>
<u>State Bank of the Alleghenies</u>	<u>P.O. Box 1290, Winston Salem, NC 27102</u>
<u>Marian Nicely</u>	<u>1500 Chestnut Street, Clifton Forge, VA 24422</u>

Applicant's Request: Explain completely the reason for the zoning request, intended use, proposed improvements, existing structures on the property, etc. or attach a statement along with the other required maps and documents (see attached directions).

This request is to amend the proffers that were made when this property was rezoned from M-1 to BG in 2011.

The proffers were made to create a business park and a fueling station that is permitted by right in the BG zoning district was not in the proffer. We are requesting that the fueling station be permitted on these 2 acres to be subdivided.

Signature of Property Owner (s): *Julene Buchanan*

Dated this 14<sup>th</sup> day of September, 2016



**INTERNAL USE ONLY**

Permit approved this \_\_\_\_\_ day or \_\_\_\_\_  
Permit Disapproved this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

**IF HEARING IS REQUIRED:**

Date application received and fees received: 9/14/2016

Future Land Use zoning designation: BG

Publication dates for public hearings:

Planning Commission: 10/6/2016 and 10/13/2016

Town Council: \_\_\_\_\_

BZA: \_\_\_\_\_

Date public hearing was conducted by Town Council: \_\_\_\_\_

Date public hearing was conducted by Planning Commission: \_\_\_\_\_

Date public hearing was conducted by BZA: \_\_\_\_\_

Any additional meetings that were scheduled: \_\_\_\_\_

Date recommendation of Planning Commission  
was presented to Town Council: \_\_\_\_\_

Recommendation by Planning Commission: Approved ( ) Disapproved ( )

Town Council final action: Approved ( ) Disapproved ( )

BZA Final Action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proffers or special conditions offered by owner or accepted by Planning Commission,  
Town Council or BZA:

\_\_\_\_\_  
\_\_\_\_\_

## **Plan Review Process & Submittal Information:**

Submit two (2) copies of plans and additional information as required for review.

### **Single and Two Family Residential**

Site plan shall include:

- A. Copy of the plat or boundary survey (required for rezoning, variances, zoning appeals) or shape of the property to be built upon.
- B. The location and footprint of and buildings and improvements on the property. Include dimensions.
- C. Any proposed alterations or additions including dimensions to property lines, buildings, etc.
- D. All streets that front the property and any drive or driveway that will enter the property.

### **Commercial, Industrial or Multi-Family Developments**

Site plan shall not be at less than 1" = 50' scale and shall include the information required above and all the following additional information:

- E. All existing and proposed roads and drainage ways within the property.
- F. Existing topography with contours at five-foot intervals.
- G. Curb cuts, drives and parking and loading areas.
- H. Landscaping and planting screens.
- I. All existing and proposed utilities.
- J. The proposed use of the land and buildings.
- K. The existing zoning.
- L. A vicinity map showing the relationship of the proposed development to the entire town, the street system, the surrounding use districts, the surrounding properties.
- M. The plan shall be certified by a licensed civil engineer, architect or surveyor that the plan as shown is correct and true.
- N. The plan shall have a form on the plan for approval signatures by VDOT, State of Virginia Health Department, Town Council and the Planning Commission.
- O. The plan shall have a form on the plan for certification by the owner and trustee of the mortgage, if any, that they adopt the plan and dedicate the streets shown on the plan and agree to make any required improvements of adjacent street as shown on the plans.

Plan review process is typically 20 working days from the date of receipt. After review, the site plan is returned to the Zoning Administrator and then to the applicant for corrections. A letter outlining all corrections, which can be used as a checklist, will be issued. After all corrections are made and the plan reviewed, the Zoning Administrator will begin the zoning as required with the planning commission or board for zoning appeals.



## STAFF REPORT

**Name of Petitioner:** Town of Clifton Forge, owner of CO260-0A-000-0030  
**Date Request Filed:** 09/14/2016  
**Public Hearing Date:** 10/18/2016 (Planning Commission)  
**Staff Reviewer:** Donald Ford, Director of Community Development

### Summary of Request

The applicant is requesting a rezoning, for a 2 acre portion of the property that was rezoned from M-1 to BG, in 2011 with proffers to permit an office park to be constructed on 13.10 acres of vacant land. The property is further identified on the Real Property Identification Maps as Tax Map # CO260-0A-000-0030. Further, Kroger has offered to purchase a 2 acre portion of this property to create a fueling station that is not permitted under the proffers of the previous rezoning. The portion of the property that is subject to the proposed rezoning is located at the intersection of Main Street and Hickory Avenue extended on the east side of Hickory Avenue extended. The proposed use of this property will not pose a hazard to adjacent property owners or adversely affect to neighboring properties.

### Land Use and Compatibility

<i>Present Use:</i>	Professional Business Park
<i>Proposed Use:</i>	Fueling Station
<i>Current Zoning:</i>	BG with proffers
<i>Characteristic of Lot(s):</i>	There is approximately 13.10 acres of land and a section of approximately 2 acres will be subdivided from the rest of the property. The property is sloping and will have to be graded to provide a level building site.
<i>Surrounding Land Use and Zoning:</i>	The surrounding properties are zoned R1, R-3 and BG are used for residential purposes, retail and business. State Route 60 is to the south of the property. (See attached maps showing surrounding properties and zoning)
<i>Ingress and Egress:</i>	The ingress and egress to the property will be from Hickory Avenue.

*Effects on Adjoining  
Properties:*

This property is located east of the shopping center housing the Kroger store, CVS Pharmacy, Fisher Auto Parts and China Wok and west of the Mountain View Apartment property and across Route 60 from business property.

*Screening and Buffering:*

There are no screening requirements.

*Setback Requirements:*

Section 4-32 of Appendix B – Zoning Ordinance of the Town of Clifton Forge requires the building setback be 10 feet from the street right of way from streets that are 40 feet or more measured from the street right of way and 10 feet from the side street yard. The side yard setback is 10 feet if abutting a residential district.

*Floodplain:*

The property is not located in a flood hazard area as shown on the FEMA Flood Insurance Rate Map (FIRM).

*Utilities/Refuse Collection:*

There is existing public water and sewer available. Other utilities such as electric, phone and cable are provided to the site. The property would receive refuse collection from Alleghany County. There should be no detrimental effect or impact on the existing utilities or services that are currently being provided.

*Parking:*

There is no off street parking required per Section 7-22 of Appendix B- Zoning Ordinance of the Town of Clifton Forge for gasoline stations in the BG zoning District.

*Signs:*

Section 7-35 of Appendix B – Zoning Ordinance of the Town of Clifton Forge limits the signage in the BG zoning district to one freestanding sign with a maximum of a 125 square foot maximum sign face and one building mounted with the maximum sign area limited to 32 square feet plus one square foot per one linear foot of building frontage or storefront footage over 32 linear feet.







**ORDINANCE TO AMEND  
PROFFER TO PERMIT A FUELING STATION USE TO  
PREVIOUSLY REZONED PROPERTY**

**BE IT ORDAINED** by Clifton Forge Town Council that a 2 acre portion of property identified by Tax Map # C0260-0A-000-0030 lying at the intersection of Hickory Avenue and Main Street in Clifton Forge, Virginia and fronting on Main Street is hereby granted approval for a fueling station use that is permitted in BG zoning but was not proffered in the 2011 rezoning from M-1 to BG.

First Reading: November 8, 2016

Second Reading: December 13, 2016





## TOWN OF CLIFTON FORGE

547 MAIN STREET · P. O. BOX 631  
CLIFTON FORGE, VIRGINIA 24422  
(540) 863-2500 / 2501 · FAX (540) 863-2534

**TOWN OF CLIFTON FORGE, VIRGINIA  
NOTICE OF PUBLIC HEARING  
PROPOSED AMENDMENT TO  
GENERAL FUND ADOPTED CAPITAL IMPROVEMENT PLAN BUDGET**

The Clifton Forge Town Council will conduct a public hearing on a proposed appropriation of grant funds to the General Fund Capital Improvement Plan Budget in the amount of \$1,330,000 Tuesday, November 8, 2016 at 7:00 PM, Clifton Forge Town Hall, 547 Church Street, Clifton Forge.

## **Resolution**

### **A Resolution to Appropriate Funds**

In to the Fiscal Year 2016-2017 General Fund Capital Improvement Budget

BE IT RESOLVED by the Council of the Town of Clifton Forge, Virginia as follows:

1. That the sum of \$ 1,330,000 be and the same hereby is, appropriated into the Town's General Fund Capital Improvement Budget for Fiscal Year 2016-2017.
2. Said appropriation shall be reflected in the Fiscal Year 2016-2017 budget as the sum \$1,330,000 appropriated to the following revenue and expenditure line items.

Access Road – ARC Grant	\$ 500,000
Access Road – VDOT Grant	\$ 830,000

This resolution shall be in effect on and after its adoption.

First Reading: November 8, 2016

Second Reading: December 13, 2016





## TOWN OF CLIFTON FORGE

547 MAIN STREET · P. O. BOX 631  
CLIFTON FORGE, VIRGINIA 24422  
(540) 863-2500 / 2501 · FAX (540) 863-2534  
[www.cliftonforgeva.gov](http://www.cliftonforgeva.gov)

**COUNCIL MINUTES  
TOWN OF CLIFTON FORGE, VIRGINIA  
7:00 P.M. TUESDAY, OCTOBER 25, 2016  
CLIFTON FORGE TOWN COUNCIL CHAMBERS  
547 MAIN STREET**

### **INVOCATION BY DAVID DAVIS**

**CALL TO ORDER:** Mayor Carl Brinkley called the meeting to order at 7:02 pm.

**PRESENT:** Mayor Carl Brinkley, Vice Mayor Gayle Hillert, Councilwoman Johnette Roberts, Councilman Jeff Irvine, and Councilman Robert Umstead

**ALSO PRESENT BUT NOT ON THE ROLL:** Darlene Burcham, Town Manager, Angela Carper, Clerk of Council, and David Davis, Town Attorney

**PLEDGE OF ALLEGIANCE:** Mayor Brinkley led the attendees and council in the pledge of allegiance.

### **PUBLIC HEARING**

#### **PUBLIC HEARING AND FIRST READING OF ORDINANCE ENACTING RENTAL INSPECTION DISTRICT TWO**

In November, 2015, Council adopted the rental inspection program and established District One. In order to continue with the program, it is necessary to now adopt the ordinance to add District Two to the program. District Two will include the following areas:

Church Street from Commercial Avenue to Roxbury Street, Pine Street from Commercial Avenue to West Pine Street, Howard Street from Brussels Avenue to McCormick Boulevard, Agnes Street, Lafayette Street from Brussels Avenue

to McCormick Boulevard, Revere Street, from Brussels Avenue to McCormick Boulevard, Rose Avenue from Church Street to I-64 and Brussels Avenue from Church Street to Revere Street.

**RECOMMENDATION:** Proceed to second reading of Ordinance to enact the second District

Angela Carper, Clerk, read the ordinance for first reading and Mayor Brinkley opened the public hearing at 7:06 PM. With no further questions or comments, the Mayor closed the public hearing and the ordinance will appear for second reading and adoption at the next Council meeting on November 8, 2016.

## **PRESENTATION**

### **FRIENDS OF THE LIBRARY—Dick Deaton**

Mr. Deaton provided the following update for the Friends of the Library. He also mentioned that volunteers are always welcome and appreciated.

#### **FRIENDS OF THE CLIFTON FORGE PUBLIC LIBRARY**

##### **End of Year Report to the Clifton Forge Town Council**

**October 25, 2016**

This past year, from October 1, 2015, to September 30, 2016, the Friends of the CF Library raised over \$5,600. Roughly half of this amount came from dues and donations, the remaining half from book sales, ornament sales and a yard sale.

The Friends contribute, yearly, to: an E-books program, Summer and Winter Reading Programs, and provide refreshments for the library programs.

This year we were able to contribute \$4,500.00 to the Con of the Mountain.

Our current cash position is \$8,700.00.

We held our yearly meeting on September 16, 2016, and have elected the officers for the upcoming year. Dick Deaton will remain as president, Diana Kling-Smith will be corresponding secretary, Nancy Kilian will be treasurer, and Lana Dotson will be recording secretary. The vice president position has not been filled.

The Fall Book Sale will be November 4 and 5 with a pre-sale, for members only, on November 3. The ornament sale will begin November 4 and continue through the month of November. Our membership fee is \$5.00.

I would like to take this opportunity to thank the Town Council, as well as the Town Manager's Office for the assistance and support you give to our organization.

Mayor Brinkley thanked Mr. Deaton for the update and stated the work the Friends do for the Library is appreciated.



## **CONSENT AGENDA**

### **1. MINUTES      October 13, 2016 Council Meeting October 18, 2016 Work Session**

**RECOMMENDATION:** Approve minutes from October 13 & 18, 2016

**Motion to approve minutes**

**Motion made by:**      Councilman Umstead

**Seconded by:**      Councilwoman Roberts

### **ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:**      5-0

## **ACTION ITEMS**

### **2. RESOLUTION TO ESTABLISH THE NEED FOR A RENTAL INSPECTION DISTRICT**

To maintain legal compliance, this resolution is necessary in order to continue with the rental inspection program in District Two once the ordinance is adopted on November 8, 2016.

**RECOMMENDATION:** Adopt resolution

**Motion to adopt resolution**

**Motion made by:**      Councilwoman Roberts

**Seconded by:**      Councilman Umstead

## **ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

### **3. RESOLUTION FOR 2016 PERSONAL PROPERTY TAX RELIEF ALLOCATION**

Since 2005, the Town receives a lump sum from the Commonwealth for personal property tax relief. This year, as in the preceding years, the Town received \$316,643.68. According to code, the tax relief must be allocated so as to eliminate personal property tax for qualifying personal use vehicles valued at \$1,000 or less. The tax relief can only be applied to the first \$20,000 of value of a vehicle. Vehicles which do not meet the definition of qualifying are, for example, including but not limited to, business use vehicles, farm use vehicles, motor homes, etc.

The tax relief must be at a sufficient percentage to fully utilize all the funds received from the Commonwealth. For 2016, the tax relief amount will be 67% which is the same as 2015.

**RECOMMENDATION:** Adopt resolution

**Motion to adopt resolution**

**Motion made by:** Councilman Irvine

**Seconded by:** Councilwoman Roberts



## **ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

## **4. MOTION TO CANCEL NOVEMBER 22 AND DECEMBER 27, 2016 MEETINGS DUE TO HOLIDAYS WITH THE OPTION TO CALL A SPECIAL MEETING IF NECESSARY**

**RECOMMENDATION:** Approve meeting cancellations

**Motion to approve cancellation of meetings as stated**

**Motion made by:** Councilman Umstead

**Seconded by:** Councilwoman Roberts

## **ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

## **5. DEPARTMENT REPORTS**

Police Department  
Public Library  
Public Works Department  
Water Treatment Plant  
Community Development  
Fire Department  
Finance Department

**RECOMMENDATION:** Accept reports

### **Motion to accept reports as submitted**

**Motion made by:** Councilwoman Roberts

**Seconded by:** Vice Mayor Hillert

### **ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0

## **INFORMATION**

Annual leaf pick-up will begin on October 31 and continue through December 9, 2016. The town will pick up loose and bagged leaves and street side service will be completed first following the zone schedule, with alleys completed last. The Public Works Department asks that you do not mix limbs in with the leaves as the leaf machine cannot pick-up the limbs and it makes collection efforts difficult. Also, as a reminder, regular brush and bulk pick up will be suspended during leaf collection. A complete list of the schedule for each zone is posted on the Town's website and area bulletin boards and for any questions you may contact Public Works at 863-2517.

Town offices will be closed on Friday, November 11, 2016 in honor of the Veteran's Day holiday.



## **MANAGER'S COMMENTS**

Mrs. Burcham mentioned that the clock has been repaired at Town Hall and is now functioning properly.

Mrs. Burcham advised that there will be a Vision 2025 Update meeting held tomorrow at 8 AM at the Emanuel Episcopal Church in Covington for anyone wanting to attend.

Mrs. Burcham also mentioned that there will be a meeting held on November 15, 2016 at Dabney S. Lancaster Community College to discuss the future of Broadband in the area and presentation of some ideas for future services with representatives from each of the providers present. The meeting will be from 6-7:30 PM in the Moomaw Center at McCarthy Hall and heavy hors d'oeuvres will be provided.

Mrs. Burcham was excited to announce that she had attended a meeting with the DEQ representatives in Roanoke today and has received confirmation that they are going to recommend to the State Water Control Board an additional amount of \$1.3 million to assist with the Town's work on I & I. She stated that it is also very possible, as has been the case in the past, that there could be some amount of loan forgiveness offered in the future as well.

Lastly, Mrs. Burcham mentioned that the Town has received an additional donation of \$400 towards the Washington Park Project, making the total to date \$2,900. She noted that Mike Isbell, a member of the Parks and Trails Committee is sending letters to clubs and organizations asking for additional donations.

## **UPCOMING EVENTS**

### **CLIFTON FORGE PUBLIC LIBRARY**

**HALLOWEEN PARTY (AGES 3-12)-THURSDAY, OCTOBER 27, 2016, 4-5 PM**

**FRIENDS OF THE LIBRARY BOOK SALE—FRIDAY, NOVEMBER 4, 2016,  
10 AM – 5 PM AND SATURDAY, NOVEMBER 5, 2016, 10 AM – 1 PM**

**PRESCHOOL STORY TIME—WEDNESDAY, NOVEMBER 16, 2016, 11 AM –  
12 PM**

**CLIFTON FORGE MAIN STREET**

**CHRISTMAS TREE LIGHTING—FRIDAY, NOVEMBER 18, 2016, 6 PM**

**CHRISTMAS PARADE—FRIDAY, DECEMBER 2, 2016, 6 PM**

**CLIFTON FORGE SCHOOL OF THE ARTS**

**JAMMIN AT THE MILL—FRIDAY, NOVEMBER 18, 2016, 7 PM**

**MASONIC AMPHITHEATRE**

**SOUPER SUNDAY-- SUNDAY, NOVEMBER 6, 2016, 1 PM**

**MASONIC THEATRE**

**“SOMETHING WICKED”— FRIDAY, OCTOBER 28, 2016, AND SATURDAY, OCTOBER 29, 2016, 7 – 11 PM**

**CAMELOT THEATRE COMPANY PRESENTS: INTO THE WOODS— FRIDAY, OCTOBER 28, 2016, 7-9 PM, SATURDAY, OCTOBER 29, 2016, 1-3 PM AND 7-9 PM, AND MONDAY, OCTOBER 31, 2016, 7-9 PM**

**KING OF THE COWBOYS, RIDERS IN THE SKY SALUTE ROY ROGERS— SUNDAY, OCTOBER 30, 2016, 4-6 PM**

**“TO KILL A MOCKINGBIRD”—TUESDAY, NOVEMBER 1, 2016, 7 PM**

**THE MASONIC PLAYERS PRESENT: THE MIRACLE WORKER—FRIDAY AND SATURDAY, NOVEMBER 11 AND 12, 2016, 7-9 PM, AND SUNDAY, NOVEMBER 13, 2016, 3-5 PM**

**APPALFOLKS OF AMERICA ASSOCIATION PRESENTS: MEMORIES OF ELVIS—FRIDAY, NOVEMBER 18, 2016, 8-10 PM**

**AN EVENING WITH BUDDY HOLLY: FEATURING ROBBIE LIMON— SATURDAY, NOVEMBER 19, 2016, 7:30 – 9 PM**



**SHOWING OF “THE PRINCESS BRIDE” MOVIE—SATURDAY,  
NOVEMBER 26, 2016, 1 PM**

**APPALFOLKS OF AMERICA ASSOCIATION PRESENTS: VIRGINIA  
OPRY—SATURDAY, NOVEMBER 26, 2016, 8-10 PM**

## **PUBLIC COMMENTS**

There were no public comments for this meeting.

## **COUNCIL COMMENTS**

Councilman Irvine thanked everyone for coming and thanked Mr. Deaton for the update on the Friends of the Library.

Councilwoman Roberts thanked everyone and provided a brief report on the Roxbury Revitalization Project. She stated that the Committee met on October 20 and thus far seven homes are either currently under construction or have been completed, 3 substantial reconstructions have been completed with a third which may be under-roof by Thanksgiving, one rehabilitation has been completed with two additional in progress. She stated that bids on the second phase of the project are due on October 27 and that the Committee may not meet again until December at which time she will provide another update. Lastly, Mrs. Roberts mentioned the showing of “To Kill A Mockingbird” at the Masonic Amphitheatre and encouraged everyone to attend.

Councilman Umstead thanked everyone for coming and stated that his wife, as a member of the Library Board, has told him of the events at the Library and feels very positive towards them all. He thanked Mr. Deaton and the Friends for their work.

Vice Mayor Hillert thanked Mr. Deaton for his report and stated that she hopes everyone will support both the book and ornament sales. Mrs. Hillert mentioned the upcoming “Souper Sunday” in which all proceeds go to the Clifton Forge Food Pantry. Mrs. Hillert stated that 6,200 lbs of food was donated at the event last year and that they are hoping to top that this year! So far there are 17 different people and businesses have signed up to participate. Mrs. Hillert stated that we are approaching the season when people in need usually need help the most and asked to please keep that in mind.

Mayor Brinkley mentioned the Washington Park Project and stated that Council is very supportive and encouraged anyone wishing to make a donation towards the effort to do so as it is going to a very good cause. He thanked Mrs. Burcham for attending the meeting in Roanoke and stated that he is very pleased to learn that the Town may receive an additional \$1.3 million for I & I. He mentioned previous loans of the same type received, the majority of which was forgiven.

**Motion to adjourn**

**TIME: 7:30 PM**

**Motion made by:** Councilwoman Roberts

**Seconded by:** Councilman Umstead

**ROLL CALL VOTE**

<b>Councilman Irvine</b>	Aye
<b>Councilman Umstead</b>	Aye
<b>Councilwoman Roberts</b>	Aye
<b>Councilwoman Hillert</b>	Aye
<b>Councilman Brinkley</b>	Aye

**Motion passed:** 5-0



**ORDINANCE ENACTING  
RENTAL INSPECTION DISTRICT TWO (2)  
TO THE CODE OF ORDINANCES  
FOR THE TOWN OF CLIFTON FORGE, VA**

**BE IT ORDAINED** by Clifton Forge Town Council that Sec. 22-117 (c) is hereby adopted and enacted as follows:

- (c) There is hereby created a rental inspection District Two (2) within the Town of Clifton Forge as follows:

Church Street from Commercial Avenue to Roxbury Street, Pine Street from Commercial Avenue to West Pine Street, Howard Street from Brussels Avenue to McCormick Boulevard, Agnes Street, Lafayette Street from Brussels Avenue to McCormick Boulevard, Revere Street, from Brussels Avenue to McCormick Boulevard, Rose Avenue from Church Street to I-64 and Brussels Avenue from Church Street to Revere Street.

First Reading:           October 25, 2016

Second Reading:       November 8, 2016







## Resolution

### A Resolution to Appropriate Funds

BE IT RESOLVED by the Council of the Town of Clifton Forge, Virginia as follows:

1. That the sum of \$77,431 be and the same hereby is, appropriated into the Town's operating budget.
2. Said appropriation shall be reflected in the budget as the sum of \$77,431 appropriated to the following revenue and expenditure line items.

#### Insurance – Lightning damage

Revenue	3 100 19020 0099	\$ 22,144
Expenditure	4 100 91700 5840	\$ 22,144

#### Fire Department additional revenue - Alleghany County and 4 for Life Funds

Revenue	3 100 16040 0001	\$ 3,000
Revenue	3 100 24040 0011	\$ 1,500
Expenditure	4 100 32100 6014	\$ 4,500

#### Revenue from Commonwealth – Library

Revenue	3 100 24040 0009	\$ 6,787
Expenditure	4 100 73100 6014	\$ 6,787

#### Revenue from the Commonwealth – Streets

Revenue	3 100 24040 0006	\$ 44,400
Expenditure	4 100 41200 6022	\$ 44,400

This resolution shall be in effect on and after its adoption.

First Reading: November 8, 2016

Second Reading: December 16, 2016